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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3400.1

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Subject: Training and Development for the NASA Legal Staff

Responsible Office: Office of the General Counsel

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Chapter 1. Operating Requirements

1.1 Introduction

This NPR provides requirements for the development and maintenance of attorney professional and technical skills in order to provide the highest quality of legal counsel and representation to the Agency.

1.2 Objective

The objective of this NPR is to serve as an overall functional roadmap for new personnel, experienced personnel, and personnel currently serving in leadership positions in the NASA legal organization.

1.3 Responsibilities

1.3.1 The General Counsel, as the functional leader of the NASA legal organization, is responsible for the delivery of quality legal services and all legal representation. Recruiting, training, and retaining legal personnel of the highest quality are essential to fulfilling this mission.

1.3.2 The Deputy General Counsel (Administration and Management) is responsible for tracking and reporting of NASA-wide recruitment, legal training, and development. An annual report will be compiled and submitted by each Associate General Counsel and Chief Counsel on the total number of training and professional development opportunities that have been provided to personnel within their respective organizations within the past year. (Report format contained at Appendix A) Report data will be available from the Agency Learning Management System.

1.3.3 Associate General Counsels and Chief Counsels are charged with the primary responsibility to assure that their respective staff attorneys and legal support personnel are provided training and development opportunities. They should work closely with their respective training offices and together identify training and development opportunities available both internally and externally. In conjunction with the individual employee, these leaders shall also identify and fulfill the training and development needs of all personnel -- professional and support staff -- within their respective organizations. The General Counsel, Deputy General Counsels and the Associate General and Chief Counsels are also responsible for working with the training offices and budget personnel to obtain the necessary resources, to include training and travel funds, and to budget sufficient time for personnel to attend training and development programs.

1.3.4 Personnel assigned to the legal team have a personal responsibility with regard to managing their individual training and development needs. Each employee must be responsible for, and cognizant of these training and development requirements and opportunities and work with his or her Associate General Counsel or Chief Counsel to identify, plan for and request training and developmental opportunities and assignments.

1.3.5 Members of the NASA Senior Legal Leadership Team assigned to be mentors for the purposes identified in Section 10, below, will be responsible for dedicating appropriate time and effort to assist in the development of junior attorneys and staff.

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